

Guidelines regarding prevention of sexual assault, rape and other related crimes on school going children in the school premises/bus.

1. School management should ensure that no school children are handed over to anyone except parents/or those authorized by the parents. (Through ID Cards).
2. No minor female students should be left alone with male staff.
3. School management should install sufficient CCTV cameras on its premises and also facing road and entry, exit and periphery.
4. In case of emergency principal shall personally authorize custody of the child to a female teacher until the parent/guardian come and take stock of the situation.
5. Senior sections should be separated from junior ones.
6. School management should ensure that there are separate male/female toilets and both at a distant from each other. Female attendants (Ayah) should be appointed to monitor near the female toilets.
7. School management should compulsorily insist for police verification certificate with antecedent and address verification while appointing/hiring teachers, physical instructors, lab technicians, drivers, janitors and other support staff including the security.
8. School management should ensure they hire staff from the reputed outsourced vendors in transport, security, housekeeping and canteen sections.
9. School management should insist that the vendors should compulsorily get the verification done to the staff who are supplied by them and produce the verification certificate to the principal before deputing them on duty to the schools.
10. School management should appoint security guards. Along with male guards female guards should be deployed at the entrance and exit gates during school hours.
11. School management should make security guard responsible to go round the entire campus and class rooms after the school is over to ensure nobody is there in the class and report to the principal or senior teacher.

12. School management should send a circular to the parents of the children who are using private 3 wheeler/four wheeler/cabs or any form of transport to get satisfied about their conduct and antecedents along with proper address.
13. School management should ensure that all areas of the school premises like class rooms, led play-grounds, canteens, corridors, etc. should be regularly monitored and un-authorized person should be questioned for their presence.
14. School management should appoint some staff as vigilance monitors on rotation to keep an eye on all activities of kids arrival and departure from school, during playtime, mealtimes, near toilets etc.
15. School management should ensure that no child should be given dark room or solitary confinement punishments.
16. School management should set up an internal vigilance committee comprising of staff, parents and education department officials and meet periodically and discuss the issues concerning the deficiencies in security and related issues and take corrective actions.
17. School should nominate coordinator counselor for parents to inform about their concerns to him/her in confidence.
18. School management should periodically or during their meetings with both teaching and non-teaching staff discuss about issues concerning safety issues of children and take feedback from the staff.
19. Schools should take attendance of children at the beginning of school, after lunch and at the time of school closing. In case if any students are not available then immediately the matter should be brought to the notice of the parents/guardians and to the concerned including police.
20. The school principals should give strict instruction to the van drivers and van attendants not to pick up any un-authorized persons into the vehicle who are not connected with the school.
21. The bus the driver/attendant should not allow the child to get down in the middle other than the place of residence from where the child was picked up.

22. School management should install Display board regarding “Dos & Dont’s” in front of the School/College premises.
23. School management may introduce Group messaging system.
24. **Transport Guidelines**: Keeping in view the safety of the school

All rules and regulations of the Government and Transport Department and the following guidelines issued by the Hon’ble Supreme Court of India with regard to safety of school buses carrying children have to be followed in letter and spirit keeping in view the safety of school going children:

- a. School buses should be painted yellow.
- b. School Bus must be written on the back and front of the bus. If it is hired bus, “on School Duty” should be clearly indicated.
- c. Bus should have a First Aid Box.
- d. Bus should be fitted with speed governor of specified standard.
- e. The windows of Bus should be fitted with horizontal grills.
- f. There should be a fire extinguisher in the Bus.
- g. School Name and Telephone No. Must be written on the Bus.
- h. The doors of the Bus should be fitted with reliable locks.
- i. To keep the school bags safely, there should be a space fitted under the seats.
- j. There must be a qualified attendant in the Bus to attend to Children.
- k. Any parent or guardian sitting in the bus or a teacher may also travel to ensure these safety norms.
- l. The driver should have at least 05 years of experience of driving heavy vehicles.
- m. A driver who has been challenged (Fined) more than twice in a year for offences like red light jumping, violation of lane discipline of allowing unauthorized person to driver cannot be employed.

- n. A driver who has been challenged (Fined) even once for the offence of over speeding, drunken driving and dangerous driving etc. cannot be employed.